

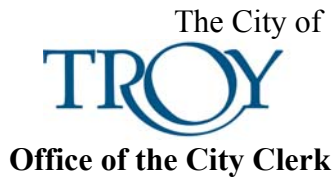
**Block Party/Parade & Special Events
Requirements**

1. The organization requesting permission must obtain a liability insurance policy covering bodily injury in the amount of \$300,000 each person and \$500,000 each occurrence and property damage in the amount of \$50,000 for each occurrence. The City of Troy is to be named on the policy as the co-insured.
2. Applications must be submitted to the Office of the City Clerk at least FIFTEEN BUSINESS DAYS (3 WEEKS) prior to event date.
3. Block parties will be terminated if any time during the event a disturbance requiring police action occurs.
4. At no time during this party may any alcoholic beverages be sold without a license from the Alcohol Beverage and Control Board of the State of New York, police detail assigned by the City of Troy and a \$2 million dollar liability insurance policy.

Possession of open containers in public places or vehicles:

- a. No person shall have in his possession any open bottle or container containing liquor, beer, wine or other alcoholic beverage while such person is on any public highway, public street, public sidewalks, public parking area or any vehicle or public place excepting those premises duly licensed for sale and consumption of alcoholic beverages on the premises.
 - b. An open bottle or container in any vehicle shall be presumptive of evidence that the same is in possession of all occupants thereof and in violation hereof.
 - c. A violation of this section shall constitute an offense punishable by a fine not exceeding twenty-five dollars (\$25.00) or by imprisonment in the Rensselaer County Jail for ten (10) days or both, such fine and imprisonment for the first offense, and by a fine not exceeding fifty dollars (\$50.00) or by imprisonment in the Rensselaer County Jail for twenty (20) days or both on any subsequent offense.
5. A ONE DAY Vendor's permit will be required for any individual, organization or company wishing to vend crafts, jewelry, food, etc. at a special event. Additionally, food vendors must also show certification from their County Health Department. Applications can be obtained from the City Clerk's Office or from www.troyny.gov

Flora O'Malley
City Clerk
Phone (518) 270-4541
Fax (518) 270-4639



**SPECIAL EVENTS
PERMIT**

CHECK BOX FOR EVENT BELOW:

☐

BLOCK PARTY

☐

STREET FESTIVAL

☐

PARADE

☐

OTHER EVENT

Explain: _____

DATE of EVENT: _____ **HOURS From:** _____ **To:** _____

ESTIMATED NUMBER OF PARTICIPANTS: _____

EVENT COORDINATOR

NAME: _____

ADDRESS: _____

SPONSORING ORGANIZATION: _____

ADDRESS OF ORGANIZATION: _____

Area to be Blocked, Festival Location or Parade Route: (Please attach additional paperwork if necessary)

NAME OF INSURANCE CARRIER FOR ORGANIZATION: _____
(*NOTE: A copy of the liability insurance policy MUST be attached)**

WILL THERE BE VENDORS? YES ☐ **If Yes, Approximate #** _____ **NO** ☐

For every vendor wishing to participate in a special event a ONE DAY VENDOR'S PERMIT APPLICATION must be submitted either with the Special Event's permit application or separately within 10 business days prior to the event. Applications are available at www.troyny.gov or at the City Clerk's Office. NOTE: THIS IS NOT THE SAME AS A YEARLY VENDOR'S LICENSE. IT WILL BE THE RESPONSIBILITY OF THE EVENT COORDINATOR TO MAKE SURE ALL VENDOR'S WISHING TO PARTICIPATE HAVE THE NECESSARY PAPERWORK SUBMITTED TO THE CITY CLERK'S OFFICE.

I Hereby request permission to conduct a Special Event at the date, time and location noted above.

APPLICANT'S SIGNATURE: _____ **DATE:** _____

You are hereby granted authorization to conduct event as noted above.

CHIEF OF POLICE: _____ **DATE:** _____

You are hereby granted authorization to conduct event as noted above.

DPW COMMISSIONER: _____ **DATE:** _____

Flora O'Malley, City Clerk

Seal

DATE: _____

cc: Mayor
Fire Chief

Revised 06-01-2005